



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

**MAYOR BETH DELBUONO**

## NEWINGTON TOWN COUNCIL

**\*\*\*L-101 (Lower Level)\*\*\* – Town Hall  
131 Cedar Street**

**SPECIAL MEETING AGENDA  
April 14, 2020, 7:00 P.M.**

**This meeting will be presented as a Zoom Webinar/Meeting. Information on how to attend will be posted on the website at <https://www.newingtonct.gov/virtualmeetingschedule>**

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- I. PLEDGE OF ALLEGIANCE**
  - II. ROLL CALL**
  - III. APPROVAL OF AGENDA**
  - IV. PUBLIC PARTICIPATION – IN GENERAL (Via Telephone Only: 860-665-8736)  
(4 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)**
  - V. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION**
  - VI. CONSIDERATION OF OLD BUSINESS (Action May Be Taken)**
    - A. Town Hall Project Update
    - B. Health Update
    - C. Discussion-Anna Reynolds Elementary School Roof Replacement
    - D. Affordable Housing Plan Technical Assistance Grant
    - E. Update to the Elections Emergency Operations Plan
    - F. Discussion - Anna Reynolds PBC Funding Request
    - G. Revised Budget Meeting Schedule
  - VII. CONSIDERATION OF NEW BUSINESS (Action May Be Taken by Waiving the Rules)**
    - A. Participation in State Deferment Program & Low Interest Rate Program (EO-7S)  
**(Waiver Requested)**
    - B. Fair Housing Month Resolution
  - VIII. MINUTES OF PREVIOUS MEETINGS**
    - A. March 3, 2020 Public Hearing Minutes
    - B. March 10, 2020 Regular Meeting Minutes
    - C. March 24, 2020 Regular Meeting Minutes
  - IX. WRITTEN/ORAL COMMUNICATIONS FROM THE TOWN MANAGER, OTHER TOWN AGENCIES AND OFFICIALS, OTHER GOVERNMENTAL AGENCIES AND OFFICIALS AND THE PUBLIC**

- X. COUNCIL LIAISON/COMMITTEE REPORTS**
- XI. PUBLIC PARTICIPATION – IN GENERAL (Via Telephone Only: 860-665-8736)**  
**(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)**
- XII. REMARKS BY COUNCILORS**
- XIII. ADJOURNMENT**



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: James E. Krupinski, Town Clerk (On behalf of Keith Chapman, Town Manager)  
Date: March 7, 2020  
Re: Town Hall Project Update

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Keith Chapman, Town Manager, will review the current status of the Town Hall Renovation Project and answer any questions that the Council may have regarding the project.



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Town Council  
From: Keith Chapman, Town Manager  
Date: April 9, 2020  
Re: Summary of COVID- 19 Measures

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Below is a summary for measures we have put into place to address COVID-19. Town hall is closed to the public, but is continuing essential services by appointment. We have canceled any non-essential meetings, and holding necessary meetings virtually.

**Parks and Recreation-** Press release (4/1/2020): The Newington Parks and Recreation Department announces, effective immediately as of 2 p.m. March 31, 2020 and until further notice, all residents are asked to completely stay off all park and school facilities. Park and school facilities include: all sport fields, outdoor fitness equipment, skate park, playgrounds, tennis courts, basketball courts, pickle ball courts, bocce courts, horseshoe courts, and volleyball courts. We are asking all residents to cooperate to the fullest extent in an effort to flatten the curve and keep all Newington residents as safe as possible. All opportunities for passive recreation, including walking trails, while exercising proper social distancing, remain open to the public. The Newington Parks and Recreation Department will continue the park ranger program 7 days per week, with 2 Park Rangers patrolling the town in north and south districts, working to inform and enforce these new rules and regulations. We thank you in advance and appreciate your cooperation in these very serious times.

**Library -** Closed until further notice, Library staff will continue to be available via phone 860-665-8700 and online to offer you the best service during our library hours. Monday - Friday: 9:00 a.m. - 5:00 p.m. Saturday - Sunday: closed. The **Lucy-to-Go Curbside Service has been suspended effectively immediately**. The book drop will continue to be open for returned materials. Library digital services will continue to be available via the library's website.

**Senior Center-** The Senior Center is closed, all programs have been suspended until further notice, appointments for social services will be via phone (no in-person), grab-n-go lunches for the Elderly Nutrition Program are once a week. Dial-a-ride is operational for registered passengers at a limited capacity for non-emergency medical appointments. The Volunteer Grocery Shopping Program is available to help individuals with food errands. The Senior Center is doing telephone outreach and virtual programs to be active in the community during these difficult times.

**Human Services-** open for services by appointment only. Positive youth development programs will be temporarily suspended in keeping with school closing. Financial Casework services will be conducted via phone interview, we will interview you via phone to determine your situation, identify need and possible resource referrals and develop a plan for possible assistance. We will ask that you send required documentation to us via email, mail, or text when possible. Clinical counseling needs will be assessed and may also be conducted via phone.

**Food Bank:** Call to schedule Food Bank appointments on Tuesdays and Thursdays 9 am to 4 pm. Appointments will be given for Tuesday afternoons from 12 to 3 pm and on Thursday mornings from 9 am to 12 noon. If you would like to register for the food bank please call 860-665-8590 to apply via phone.

**Donations:** Any donations that you can contribute will be gratefully received. You may bring them to the Newington Town Hall Back Government Center Entrance. There will be a shopping cart in that lobby that you can leave your donation in. Please call 860-665-8590 to let us know that you have dropped off a donation and sign the list on the clip board indicating your donation. You may email us your contact information at [clabrecque@newingtonct.gov](mailto:clabrecque@newingtonct.gov) if you do not wish to leave this on the clipboard, however we will be down shortly to pick up your donation and donation info. Thank you for your support in responding to the needs of the community during this crisis and ongoing.

**Building Department-** Building permits will be accepted via our online permit center or U.S postal mail, which allows homeowners and licensed contractors to apply for and receive building permits over the internet, you can also track the status of your permit application. For assistance please call 617-577-9000 ext. 108. Commercial and Residential external inspections are still available, however Residential internal inspections will be completed virtually (zoom) if possible.

**Police: Records:** The Newington Police Department in an effort to limit exposure in the interest of public health related to the COVID-19 virus has established an online records request service. All requests for police records can be submitted through the police department website:  
<https://www.newingtonct.gov/1563/Record-Division>

In person walk up requests will not be accepted and there will be no in person contact with records personnel until further notice. Individuals without internet access may request police records by calling 860-665-7331

CC: Heather Shonty, Executive Asst. to the Town Manager / HR Specialist



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: James E. Krupienski, Town Clerk (on behalf of Keith Chapman, Town Manager)  
Date: April 7, 2020  
Re: Discussion – Anna Reynolds Elementary School Roof Update

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The Town Council, during the March 24, 2020 Regular Meeting, had the opportunity to review the status of water intrusion for the roof at the Anna Reynolds Elementary School. I have included the original daily log from March 3<sup>rd</sup> through March 19<sup>th</sup> as prior reference. We have also received two (2) new daily logs for your review, covering the period of March 23<sup>rd</sup> through April 8<sup>th</sup>.

Attachment:

- Anna Reynold Elementary School – Original Daily Roof Log
- Anna Reynold Elementary School – Daily Roof Logs Update #1 & 2

[illegible]

# Anna Reynolds Daily Roof Log

Date	Overnight Weather	RM. 1A	RM. # 7 rear wall	B-Hall by RM. # 9	RM. # 9	RM. # 17	RM. # 18	C-Hall by RM. # 18	RM. # 22
03/23/20	OVERCAST	DRY	DRY	DRY	DRY	DRY	DRY	DRY	DRY
03/24/20	RAIN/SNOW ALL DAY 3/23/20 OVERCAST	DRY	DRY	DRY	DRY	DRY	DRY	DRY	DRY
03/25/20	PARTLY CLOUDY	DRY	DRY	DRY	DRY	DRY	DRY	DRY	DRY
03/26/20	CLEAR	DRY	DRY	DRY	WET	DRY	DRY	DRY	DRY
03/27/20	OVERCAST	DRY	DRY	DRY	DRY	DRY	DRY	DRY	DRY
03/28/20	OVERCAST	DRY	DRY	DRY	DRY	DRY	DRY	DRY	DRY
03/29/20	RAIN	DRY	DRY	DRY	DRY	DRY	DRY	DRY	DRY
03/31/20	OVERCAST	DRY	DRY	DRY	DRY	DRY	DRY	DRY	DRY
04/01/20	CLEAR	DRY	DRY	DRY	DRY	DRY	DRY	DRY	DRY
04/02/20	CLEAR	DRY	DRY	DRY	DRY	DRY	DRY	DRY	DRY
04/03/20	RAIN	DRY	DRY	DRY	DRY	DRY	DRY	DRY	DRY

DON  
DVB US



Anna Reynolds Daily Roof Log

Date	Overnight Weather	RM. 1A	RM. # 7 rear wall	B-Hall by RM. # 9	RM. # 9	RM. # 17	RM. # 18	C-Hall by RM. # 18	RM. # 22
04/07/20	CLEAR	DRY	DRY	DRY	DRY	DRY	DRY	DRY	DRY
04/08/20	SHOWERS	DRY	DRY	DRY	DRY	DRY	DRY	DRY	DRY

DAY  
DUBAS



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: James E. Krupinski, Town Clerk (On behalf of Keith Chapman, Town Manager)  
Date: March 9, 2020  
Re: Affordable Housing Plan Technical Assistance Grant

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Craig Minor, Town Planner, based upon the discussion of the Council at the March 24<sup>th</sup> meeting has revised the draft List of Expenses.

Please refer to Mr. Minor's memorandum dated April 9, 2020 for additional details and the updated listing.

A Resolution to authorize the Town Manger to execute and submit the Grant Application has been included for your consideration.

Attachments:

- Memorandum from Craig Minor, Town Planner, dated April 9, 2020, Affordable Housing Plan Technical Assistance Grant.
- Resolution – Authorization to Submit Grant Application



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

**Town Planner**

Craig Minor, AICP  
Town Planner

## Memorandum

**To:** Keith Chapman, Town Manager  
**From:** Craig Minor, Town Planner *CM*  
**Date:** April 9, 2020  
**Re:** **Affordable Housing Plan Technical Assistance Grant**

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I revised the list of expenses as requested by the Town Council at the meeting on March 24, 2020. See attached.

For the Councilmembers' information, the state-licensed group homes that are scattered throughout Newington and the Victory Gardens housing complex on Veterans Drive do count toward Newington's supply of Sec. 8-30g "affordable housing".

cc:  
Town Clerk  
file

Phone: (860) 665-8575 Fax: (860) 665-8577  
[cminor@newingtonct.gov](mailto:cminor@newingtonct.gov)  
[www.newingtonct.gov](http://www.newingtonct.gov)

**TOWN OF NEWINGTON  
AFFORDABLE HOUSING PLAN TECHNICAL ASSISTANCE GRANT APPLICATION**

1. Data Collection – market study/analysis

- a. ***Detailed assessment of Newington's demographics (age, income, race, etc.).***
- b. Detailed assessment of existing Sec. 8-30g AH in Newington, ***to include group homes and Veterans Administration housing.***
- c. Detailed assessment of existing "NOAH" (Naturally Occurring Affordable Housing) in Newington, ***to include Section 8 units if possible and short-term housing on the Berlin Turnpike.***
- d. Analysis of current zoning regulations – do they promote, or do they discourage the production of AH in Newington? Do they facilitate "friendly Sec. 8-30g" applications?
- e. The cost of the above items would be included in the Planning Consultant's fee.

2. Community Engagement

- a. Several community meetings to obtain public input on/perception of:
  - 1. What are Newington's AH needs?
  - 2. Where in Newington should additional AH be built?
  - 3. What does Newington's existing AH look like?
  - 4. What would acceptable AH look like, architecturally?
- b. The cost of conducting these community meetings would be included in the Planning Consultant's fee.

3. Printing Publication

None, since only a few hard copies (for the Library, Town Council members, etc.) will be needed. The Affordable Housing Plan will be available on-line.

4. Other Planning Costs

Planning Consultant – to assist Town with developing the Plan. Approximately \$15,000.

5. Salaries

None.

6. Other Administrative Costs

None.

7. Contingency

10%

AGENDA ITEM: VI.D

DATE: 4/14/2020

RESOLUTION NO. 2020-

RESOLVED:

That the Newington Town Council hereby authorizes Keith Chapman, Town Manager to execute all documents necessary for the submission of the application for an Affordable Housing Plan Technical Assistance Grant with the Connecticut Department of Housing, a copy of the executed application to be attached to this Resolution.

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_

## AFFORDABLE HOUSING PLAN – PLANNING GRANT

### MUNICIPAL INFORMATION

**Name of the Municipality:** Town of Newington.

**Address:** 131 Cedar Street, Newington, CT 06111.

**Name and Title of Authorized Official:** Keith Chapman, Town Manager.

**Telephone:** 860-665-8510 . **Fax Number:** 860-665-8507 . **Email:** [kchapman@newingtonct.gov](mailto:kchapman@newingtonct.gov) .

**Name and Title of Contact Person:** Craig Minor, Town Planner.

**Telephone:** 860-665-8575 . **Fax Number:** 860-665-8577 . **Email:** [cminor@newingtonct.gov](mailto:cminor@newingtonct.gov) .

If you are using a consultant to write this application, please provide the following:

Consultant Name: Glenn Chalder, AICP . Phone # 860-913-4080 .

Company (if applicable): Planimetrics .

Address: 170 County Road, Simsbury, CT 06070 . Fax #: 860-913-4080 .

### ASSISTANCE REQUEST

#### 1. PROJECT INFORMATION

1a. Federal Employer Identification Number: 60-600204 .

1b. Grantee's Fiscal Year: From July 1, 2020 . To June 30, 2021 .

1c. Amount of Assistance Requested: \$15,000 .

1d. Please provide a Project Budget as Attachment #1. (see Exhibit 1: Budget Form)

#### 2. LOCAL APPROVAL

2a. Submit a certified resolution adopted in the last 60 days by the Town's legislative body (or, in the case of a town where the town meeting is the legislative body, the Board of Selectmen):

- Authorizing submission of this grant application;
- Identifying the individual who can sign the grant application and administer the grant.

The certified resolution should be signed by the City or Town Clerk and embossed with the corporate seal. (Please provide as Attachment #2)

### 3. APPLICANT CERTIFICATION

My signature below, for and on behalf of Town of Newington, indicates  
Name of Municipality

acceptance of the following and further certifies that:

1. I have the authority to submit this grant application;
2. I have read, understand, and will comply with the General Grant Conditions;
3. I understand that funding associated with this grant application is one-time in nature and that there is no obligation for additional funding from the Department of Housing or the State of Connecticut;
4. I understand that should this grant application be approved, such state funds shall be expended no later than June 30, 2021;
5. I understand that requests to extend the grant end date shall be submitted in writing to the Department of Housing no later than ninety (90) days before the grant end date of June 30, 2021;
6. I understand that unexpended funds shall be returned to the State of Connecticut within sixty (60) days of the grant end date;
7. I understand that if this organization meets the requirements of the State Single Audit Act, Sections 4-230 through 4-236, as amended, of the Connecticut General Statutes, the organization is required to submit a State Single Audit, at its own expense, no later than six (6) months after the end of the audit period. If this organization is not required to submit a State Single Audit, the organization is required to submit a final accounting of the grant expenditures within sixty (60) days of the grant end date; and
8. I hereby certify that the statements contained in the responses to this application and accompanying documents are true to the best of my knowledge and belief and that I know of no reason why the applicant cannot complete the project in accordance with the representations contained herein.

Certifying Representative:

1. Type Name and Title: Keith Chapman, Town Manager.
2. Signature: \_\_\_\_\_
3. Date: \_\_\_\_\_



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: James E. Krupinski, Town Clerk (On behalf of Keith Chapman, Town Manager)  
Date: April 8, 2020  
Re: Update to the Elections Emergency Operations Plan

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The Town of Newington, in 2012, created an Elections Emergency Plan based upon the possible impact of Storm Sandy to the region. This plan, fortunately did not need to be implement at the time and was eventually adopted by the Town Council on February 26, 2013. With the possible impact to the upcoming Presidential Preference Primaries, scheduled for April 28, 2020 and postponed to June 2, 2020, and the November Presidential Election, the Registrar of Voters are proposing some changes to the minimize any impact from the COVID-19 virus.

After a conference-call with the Secretary of State's office, it was suggested that it would be beneficial to include in local emergency plans the ability to apply for grant funds through the Municipal Executive Officer, to ensure timely access to the necessary funds. That language has been added to the working document.

A Resolution to replace the previously approved plan and adopt the revision has been included for your adoption.

Attachment:

- Resolution – Emergency Contingency Plan for Elections rev 3/2020



AGENDA ITEM: VI.E

DATE: 4/14/2020

RESOLUTION NO. 2020-

RESOLVED:

That the Newington Town Council hereby moves to repeal the Elections Emergency Contingency Plan previously adopted on February 26, 2013, Resolution #2013-20, and adopts a Revised Elections Emergency Contingency Plan, a copy of which is attached to this resolution, pursuant to Connecticut General Statutes § 9-174, Emergency Contingency Plan for Elections.

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_

## **EMERGENCY CONTINGENCY PLAN FOR ELECTIONS**

This is in preparation for a town wide disaster plan for an Election Contingency.

### **State of Emergency/Prolonged Power Outage:**

- All polling place locations will be held in buildings with public access and ground level lobby or Community Facility deemed appropriate at the time.
- Department heads and staff from the Facilities and IT departments will be contacted to set up tables, chairs, computers, network capabilities, voting equipment, phone lines to be in compliance with the Help America Vote Act.
- Signs directing residents to the alternate polling place will be posted in visible locations throughout town and a press release will be distributed to the media and posted on the Town website and reverse 911 reverse messaging system.
- Throughout the election process, the Registrars will be able to access all voting files if necessary.

### **Severe Weather or Natural disaster:**

- Severe weather alerts the ROV shall determine a plan of action and oversee the implementation
- Follow the town's most recent Emergency Plan of Operations

### **Solutions for Ballot Shortage:**

- Moderators will immediately notify the Registrar of Voters Office (ROV)
- ROV will photocopy additional ballots and deliver to the polling place. If power is out the ROV will photocopy additional ballots at appropriate locations

### **A Shortage or Absence of Poll Workers:**

- Moderators will immediately notify the ROV
- Additional poll workers are hired for back up at all elections
- Poll workers are reorganized within the districts if necessary

### **Loss of Power (Does not inhibit voting):**

- Moderator will alert everyone present to the situation
- Moderator will contact the ROV to alert the Registrars of the situation
- Moderator will try and contact the facilities management at the polling place
- Flashlights are provided, find natural light if available and alternate light sources (i.e. spotlights from emergency vehicles) will be available.
- Voting process never stops because of voting machines back up power supply unit and auxiliary bin usage.

### **Fire Safety:**

- Each polling place is in compliance with local fire safety ordinances and are equipped with working order safety equipment.
- Moderators will follow evacuation plan if necessary.

### **Emergency Evacuations:**

- Moderator's alert individuals of emergency and direct to the predetermined assembly point.
- Head count at assembly point to ensure all poll workers are present
- Identify any individuals with disabilities and ensure they receive assistance.
- Secure voting materials.
- Contact the ROV office to alert Registrars of situation

### **Voting Machine Malfunctions:**

- Moderators will contact ROV
- Spare machines are available for back-up use
- Auxiliary bin can be utilized during any malfunction

### **Need to Remove or Replace Poll Worker or Moderator:**

- Additional help hired for back-up

### **Disorder In or Around Polling Place:**

- The Moderator with assistance from the Registrars of Voters and NPD if necessary, will devise a course of action that should be implemented (i.e. Such as move to another room or outside of the building).

### **Application to Receive Grant Funds from State or Federal Agencies**

- The Town Council authorizes the Town Manager or their designee, at the request of the Registrar of Voters, to apply for and receive Grant funds that are available from State or Federal Agencies during a declared Emergency Declaration.



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: James E. Krupienski, Town Clerk (On behalf of Keith Chapman, Town Manager)  
Date: April 8, 2020  
Re: Anna Reynolds PBC Funding Request

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The Anna Reynolds Public Building Committee, through its Chairman, Stephen Woods is requested that the Town Council appropriate up to \$50,000.00 to allow the committee to take the next step in the process of working on establishing a budget for a future referendum on the Anna Reynolds Elementary School. This would allow the committee to hire an Owner's Project Manager and Construction Manager to prepare a construction budget that would meet the requirements of the Connecticut Department of Education and Town Charter to fund this project. The total requested amount would not be required all at once, as it would be paid out over the next 3 months prior to the June 30<sup>th</sup>.

Based upon discussion at the previous meeting, the proposed funding would come from the Special Contingency Account, reducing that account to about \$12,000 after approval

A Resolution has been included for the Town Council to allocate the requested funds.

Attachment:

- Resolution – Fund Transfer for the Anna Reynolds PBC

AGENDA ITEM: VI.C

DATE: 4/14/2020

RESOLUTION NO. 2020-

RESOLVED:

CERTIFICATION: In accordance with Section 808 of the Town Charter, I hereby certify that there exists, free from encumbrances, in the Special Contingency Account 10962-8220, \$50,000.

Janet Murphy, Director of Finance

RESOLVED:

That the Newington Board of Education is requesting, for the Anna Reynolds Public Building Committee, to transfer the above certified funds in the Special Contingency Account, to the following account:

<u>Account Number</u>	<u>Title</u>	<u>Amount</u>
31189	Public Building Fund	\$50,000

NOW THEREFORE BE IT RESOLVED: That the Newington Town Council, as fiscal authority for the Town hereby transfer \$50,000 from the Special Contingency Account to the expense account listed above.

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: James E. Krupinski, Town Clerk (On behalf of Keith Chapman, Town Manager)  
Date: March 8, 2020  
Re: Revision to the Budget Meeting/Public Hearing Schedule

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The Town Council, on March 24, 2020, approved the cancellation of the upcoming Budget meetings and rescheduling of the Town Council Budget Public Hearing until such time as meetings could be held safely. Paul Boutot, Chief Information Officer has designed a process, through the use of the ZOOM meeting software, to allow the Town Council to meet, while still allowing for public comment during the meeting.

Each Agenda will be posted on our website with a link to the meetings and the password to allow the public to virtually attend the meeting. The public would attend the meeting either by computer, cellphone or home phone. During each Public Participation section, they will be informed of the procedure prior to its start.

A Resolution to revise the previously adopted Resolution #2020-6, and schedule the Public Hearing for the Town Council's Public Hearing is included for your approval.

Attachment:

- Resolution – Revised Budget Review Schedule, 2020-2021 Budget

AGENDA ITEM: \_\_\_\_\_ VI.G \_\_\_\_\_

DATE: \_\_\_\_\_ 4/14/2020 \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_ 2020- \_\_\_\_\_

RESOLVED:

That the Newington Town Council hereby revises the Budget Meetings and Public Hearing schedule, as previously approved under Resolution #2020-6, on the proposed Budget for Fiscal Year 2020-2021. The final Public Hearing, to review the Town Council's Proposed Budget, will be held at 6:00 p.m. on Tuesday, May 5, 2020.

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_

**NEWINGTON TOWN COUNCIL**  
**REVISED BUDGET REVIEW SCHEDULE**  
**2020-2021 BUDGET**

<b>Date</b>	<b>Time</b>	<b>Place</b>	<b>Meeting</b>	<b>Schedule</b>
Saturday, April 25 <sup>th</sup>	9:00 a.m.	ZOOM Webinar	Special Meeting	<u>Departmental/Budget Reviews</u> <ul style="list-style-type: none"> <li>• Library</li> <li>• Public Works (Engineering, Highway, Solid Waste)</li> <li>• Public Safety (Fire, Police, Street Lighting, Emergency Management, EMS, Hydrants)</li> <li>• Human Services</li> <li>• Senior and Disabled Center</li> <li>• General Government (Town Council, Town Manager, Courts, Elections, Finance, Town Attorney, Town Clerk/Records Administration, Personnel, General Services, Facilities Management, Information Technology)</li> <li>• CIP</li> <li>• Debt Service</li> <li>• Equipment Reserve</li> <li>• Community Development and Improvements (Town Planner, TPZ, ZBA, Building Department, Conservation Commission, Economic Development Commission)</li> <li>• Health</li> <li>• Revenues</li> <li>• Insurance/Misc.</li> <li>• MDC</li> <li>• Employee Leave Liability</li> <li>• Special Revenue Funds/Other Funds</li> <li>• Miscellaneous programs not previously discussed</li> </ul> <b>Set Tentative Budget</b>
Tuesday, April 28 <sup>th</sup>	7:00 p.m.	ZOOM Webinar	Regular Meeting	<ul style="list-style-type: none"> <li>• Regular Council Business</li> </ul>
Tuesday, May 5 <sup>th</sup>	6:00 p.m. 7:00 p.m.	ZOOM Webinar	<b>Public Hearing</b>  Special Meeting	<u><b>Town Council's Proposed Budget</b></u> <ul style="list-style-type: none"> <li>• Changes to proposed budget, if needed</li> <li>• Any Other Council Business</li> </ul>
Tuesday, May 12 <sup>th</sup>	7:00 p.m.	ZOOM Webinar	Regular Meeting	<ul style="list-style-type: none"> <li>• Regular Council Business</li> </ul>
Tuesday, May 19 <sup>th</sup>	7:00 p.m.	ZOOM Webinar	Special Meeting	<ul style="list-style-type: none"> <li>• Adopt Budget and Set Mill Rate</li> <li>• Any Other Council Business</li> </ul>

\*Per Charter §C-805: Within 20 days after holding the second public hearing, the Council shall complete its consideration of the budget and after making such modifications and amendments to said budget as it may deem advisable, it shall adopt the Town budget by a majority vote of all its members. These dates have been amended based upon Executive Order 7C, issued by Governor Lamont on March 15, 2020.



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: James E. Krupienski, Town Clerk (On behalf of Keith Chapman, Town Manager)  
Date: March 9, 2020  
Re: Municipal Tax Assistance Programs (EO-7S)

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Governor Lamont issued Executive Order 7S, to modify tax deadlines and collection efforts for resident affected by the COVID-19 Pandemic. The two programs that were created allow for a deferment program and a low interest rate program. The Executive Order required that all Municipalities shall participate in either one or both programs. The Town of Newington has elected to implement both programs to assist our residents.

While this item is under New Business, we will need to waive the rules and approve the participation prior to our next regular meeting on April 28<sup>th</sup>, for submission to the State. A Resolution, with the waiver clause, has been included for your adoption.

Attachment:

- Governor Lamont's Executive Order 7S
- OPM Guidance on Executive Order 7S
- Municipal COVID-19 Program Certification
- Resolution – Municipal Program Certification



AGENDA ITEM: VII.A1

DATE: 4/14/2020

RESOLUTION NO. 2020-

RESOLVED:

The Newington Town Council, in accordance with Section 11 of the Town Council, Rules of Procedure, adopted February 11, 2020, hereby moves to allow action on Agenda Item VII.A, to Consider and Take Action on Municipal Tax Assistance Programs.

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_

AGENDA ITEM: VII.A2

DATE: 4/14/2020

RESOLUTION NO. 2020-

RESOLVED:

That the Newington Town Council hereby moves that the Town of Newington shall participate in the Municipal Deferment Program and the Low Interest Rate Program, as authorized under Executive Order 7S, Section 6, executed by Governor Lamont on April 1, 2020, due to the COVID-19 Pandemic.

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_



# STATE OF CONNECTICUT

## OFFICE OF POLICY AND MANAGEMENT

### INTERGOVERNMENTAL POLICY AND PLANNING DIVISION

#### GOVERNOR'S EXECUTIVE ORDER 7S SECTION 6 MUNICIPALITY PROGRAM ELECTION

The municipality of Newington by determination of our local legislative body, or in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, voted and approved on April 14, 2020, that we will participate in the following program(s):

☒ **Deferment Program.** During the period of March 10, 2020, the date that the Governor declared the public health and civil preparedness emergency, through and including July 1, 2020, municipalities participating in the Deferment Program shall offer to eligible taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments for such tax, rate, charge, or assessment from the time that it became due and payable. Eligible taxpayers, businesses, nonprofits, and residents are those that attest to or document significant economic impact by CO VID-19, and/ or those that document they are providing relief to those significantly affected by the COVID-19 pandemic. The Secretary of the Office of Policy and Management shall issue guidance as to which taxpayers, businesses, nonprofits, and residents shall be considered eligible for the Deferment Program, but participating municipalities may, upon approval of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, extend eligibility for the deferment program to other categories of taxpayers, businesses, nonprofits, and residents.

☒ **Low Interest Rate Program.** For municipalities participating in the Low Interest Rate Program, notwithstanding Section 12-146 of the General Statutes, (i) the delinquent portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric charges or assessments or part thereof shall be subject to interest at the rate of three (3) per cent per annum for ninety days from the time when it became due and payable until the same is paid, for any such tax, rate, charge, or assessment due and payable from March 10 through and including July 1, 2020, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety days, the portion that remains delinquent shall be subject to interest and penalties as previously established; and (ii) any portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments or part thereof that had been delinquent on or prior to March 10, shall be subject to interest at the rate of three (3) per cent per annum for ninety days from this Order, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety (90) days, the portion that remains delinquent shall be subject to interest and penalties as previously established.

#### PROGRAM CONTACT:

Printed Name: Janet Murphy Title: Director of Finance  
Email Address: jmurphy@newingtonct.gov Phone: 860-665-8525

#### CEO CERTIFICATION:

Dated this \_\_\_\_ day of April, 2020.  
Printed Name: Keith Chapman Title: Town Manager  
Email Address: kchapman@newingtonct.gov  
Signature: \_\_\_\_\_

**DUE TO OPM NO LATER THAN APRIL 25, 2020 ~ RETURN TO: [Martin.Heft@ct.gov](mailto:Martin.Heft@ct.gov)**

**STATE OF CONNECTICUT**

**BY HIS EXCELLENCY**

**NED LAMONT**

**EXECUTIVE ORDER NO. 7S**

**PROTECTION OF PUBLIC HEALTH AND SAFETY DURING COVID-19 PANDEMIC AND  
RESPONSE – SAFE STORES, RELIEF FOR POLICYHOLDERS, TAXPAYERS, AND  
TENANTS**

**WHEREAS**, on March 10, 2020, I issued a declaration of public health and civil preparedness emergencies, proclaiming a state of emergency throughout the State of Connecticut as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed spread in Connecticut; and

**WHEREAS**, pursuant to such declaration, I have issued seventeen (17) executive orders to suspend or modify statutes and to take other actions necessary to protect public health and safety and to mitigate the effects of the COVID-19 pandemic; and

**WHEREAS**, COVID-19 is a respiratory disease that spreads easily from person to person and may result in serious illness or death; and

**WHEREAS**, the World Health Organization has declared the COVID-19 outbreak a pandemic; and

**WHEREAS**, the risk of severe illness and death from COVID-19 appears to be higher for individuals who are 60 years of age or older and for those who have chronic health conditions; and

**WHEREAS**, to reduce the spread of COVID-19, the United States Centers for Disease Control and Prevention and the Connecticut Department of Public Health recommend implementation of community mitigation strategies to increase containment of the virus and to slow transmission of the virus, including cancellation of gatherings of ten people or more and social distancing in smaller gatherings; and

**WHEREAS**, my Executive Order No. 7N imposed certain safety restrictions and mandates on retail establishments in order to limit the spread of COVID-19 among customers, employees, and others entering such establishments; and

**WHEREAS**, there exists a compelling state interest in a consistent and easily understandable statewide approach to reducing the risk of transmission of COVID-19 among customers, staff, and other persons entering retail establishments, to limit community transmission of COVID-19 statewide, and to ensure the continuity of essential retail services and safe conduct of permitted non-essential retail services; and

**WHEREAS**, widespread financial hardship caused by the COVID-19 pandemic and necessary responses to it may prevent policyholders from timely payment of insurance premiums, and any resulting penalties, including cancellation or non-renewal of policies, create additional hardship, cause further damage to the economy, and endanger property and public health; and

**WHEREAS**, to encourage social distancing and protect public health and safety, my Executive Order 7D, dated March 16, 2020 and Executive Order 7G, dated March 19, 2020, closed bars and restaurants to all on-premise service of food and beverages; and

**WHEREAS**, many businesses may be experiencing lost revenue from the prohibition of on-premise food and beverage sales, which will hinder their ability to make timely payments to their creditors; and

**WHEREAS**, the State of Connecticut serves many elders and disabled individuals through multiple home and community based services waivers and Medicaid state plan benefits under the Medicaid program, including clients of the Department of Social Services, Department of Mental Health and Addiction Services and the Department of Developmental Services, who rely upon these home-based services to remain in their homes, avoid institutionalization and achieve maximum independence and functioning, and certain adjustments to the provision of services under these various waivers are necessary to ensure continuity of services and provide greater flexibility during COVID-19;

**WHEREAS**, the Centers for Medicare & Medicaid Services has advised the Department of Social Services that it may, on an expedited basis, and without providing a notice and comment period, take advantage of opportunities included in Appendix K to the Home and Community Based Waivers under Section 1915(c), as well as Sections 1115 (a) and 1135, of the Social Security Act, and also including, as applicable, amendments to Medicaid state plan provisions under other relevant provisions, such as sections 1915(i), 1915(k) and 1945 of the Social Security Act, in order to act quickly to address critical health needs of Medicaid beneficiaries and others in Connecticut in response to COVID-19; and

**WHEREAS**, Chapter 204 of the Connecticut General Statutes sets forth tax collection deadlines that will be difficult for residential and commercial property owners to meet in light of the significant job and economic losses experienced by Connecticut residents and businesses; and

**WHEREAS**, municipalities have sought relief on behalf of taxpayers who are struggling due to business operations being suspended or ceased, layoffs and other complications due to the COVID-19 pandemic; and

**WHEREAS**, certain municipal charters, ordinances or resolutions require critical town fiscal and budgetary decisions to be voted on by referendum or town meeting that create a risk to public health; and

**WHEREAS**, Sections 12-170aa(e) and (f) and Sections 12-129b and 12-129c of the Connecticut General Statutes require municipalities to conduct specific duties, including but not limited to processing tax relief claims that require in-person meetings and application filing requirements for taxpayers who have attained age sixty-five or over or are totally disabled; and

**WHEREAS**, Section 12-62 of the Connecticut General Statutes requires municipalities to conduct in-person inspections which will create increased risk of transmission of COVID-19; and

**WHEREAS**, Section 12-63c of the Connecticut General Statutes requires taxpayer filings based on information in Income and Expense Statements by Assessors, which were previously extended under Executive Order 7I, Section 15; and

**WHEREAS**, it will promote the public health and safety of all Connecticut residents to prohibit evictions during the public health and civil preparedness emergency; and

**WHEREAS**, the Judicial Branch has suspended all evictions and ejectment proceedings and Executive Order No. 7G suspended non-critical court operations;

**NOW, THEREFORE, I, NED LAMONT**, Governor of the State of Connecticut, by virtue of the authority vested in me by the Constitution and the laws of the State of Connecticut, do hereby **ORDER AND DIRECT**:

1. **Safe Stores Mandatory Statewide Rules, Amending Executive Order No. 7N, Sec. 3.** Effective upon the opening of each retail establishment for the first time on April 3, 2020, every retail establishment in the State of Connecticut shall take additional protective measures to reduce the risk of transmission of COVID-19 between and among customers, employees, and other persons such as delivery drivers or maintenance people. The Commissioner of Economic and Community Development, in consultation with the Commissioner of Public Health, shall issue mandatory statewide rules prescribing such additional protective measures no later than 11:59 p.m. on April 1, 2020. Such rules shall be mandatory throughout the state and shall supersede and preempt any current or future municipal order and shall supersede the requirements of Executive Order No. 7N, Sec. 3, providing that nothing in this order shall eliminate or reduce the requirements of Executive Order No. 7N, Sec. 3 regarding firearms transactions.
2. **60-Day Grace Period for Premium Payments, Policy Cancellations and Non-Renewals of Insurance Policies.** Beginning on April 1, 2020, for a period of sixty (60) calendar days ending on June 1, 2020, no insurer may, without a court order, lapse, terminate or cause to be forfeited a covered insurance policy because a covered policyholder does not pay a premium or interest or indebtedness on a premium under the policy that is due except as provided hereunder. This grace period shall apply to entities licensed or regulated by the Insurance Department including admitted and non-admitted insurance companies that provide any insurance coverage in Connecticut including, life, health, auto, property, casualty and other types of insurance as follows:
  - a. Insurers shall provide such 60-day grace period to individuals that have individual insurance policies who, as a result of the COVID-19 pandemic, were laid off, furloughed, or fired from employment or otherwise sustained a significant loss in revenue. Such individuals may be required to provide an affidavit or other statement acceptable to their insurance carrier, explaining that as a result of the COVID-19 pandemic they were laid

off, furloughed, or fired from employment or otherwise sustained a significant loss in revenue.

- b. Insurers shall provide such 60-day grace period to businesses that are group policyholders, have group insurance and/or have property/casualty insurance that were required to close or significantly reduce operations or suffered significant revenue loss as a result of the COVID-19 pandemic. Such businesses may be required to provide an affidavit or other statement acceptable to their insurance carriers, explaining that as a result of the COVID-19 pandemic, they were required to close or significantly reduce their business operations or suffered a significant revenue loss.
  - c. This 60-day grace period is not automatic. To be eligible, affected policyholders must provide the information outlined above in an affidavit or other statement acceptable to their insurance carriers. Carriers shall provide instructions on how policyholders are to provide such information.
  - d. Policyholders are advised that this grace period is not a waiver or forgiveness of the premium; it is only an extension of time in which to pay premiums. Policyholders are advised that they may be subject to restrictions if they are in receipt of state or federal stimulus funding relating to COVID-19.
  - e. Individuals or businesses that do not meet the criteria for the 60-day grace period set forth above, will need to contact their insurance carrier should they wish to discuss a premium deferral.
  - f. This order does not apply to self-funded health plans.
  - g. If a carrier has already provided a policyholder with a 60-day grace period for March and April 2020 premiums, or offers to provide a 60-day grace period for that time frame and it is accepted, the carrier will be deemed to have satisfied the requirements of this Executive Order with respect to that policyholder.
  - h. This 60-day grace period shall only apply to policyholders that were in good standing with their insurance carrier on March 12, 2020, and shall only apply to premiums due after the initial premium has been made to secure coverage.
  - i. This 60-day grace period applies only to cancellation or non-renewals attributed to a failure to pay premiums during the applicable 60-day grace period. If a policy is to be cancelled or non-renewed for any other allowable reason, the cancellation or non-renewal may be made pursuant to statutory notice requirements and for legally recognized reasons.
3. **Extension of 30-Day Period of Credit for Liquor Permittees.** Section 30-48(b) of the Connecticut General Statutes and Sections 30-6-A36 and 30-6-A37a of the Regulations of Connecticut State Agencies, which permit no more than a thirty-day period of credit, from

manufacturers, wholesalers, or others specified in such statute and regulations, is modified so that the maximum period of credit shall be ninety days after the date of delivery for all permittees prohibited from engaging in on-premise sales per Executive Order No. 7D, as amended by Executive Order No. 7H. The extension of credit shall not apply to permits that were delinquent at the time Executive Order No. 7D became effective on March 16, 2020. The period of delinquency shall begin on the ninety-first day after the date of delivery. All other requirements under the above-referenced statute and regulations shall apply, except as modified to reflect the increased period of credit, and the standard thirty-day period of credit shall continue to apply to all permittees whose businesses who were not engaging in on-premise sales at the time Executive Order No. 7D became effective. The credit extension shall remain in effect for any delivery made prior to the time Executive Order No. 7D expires or is terminated, or if extended or renewed, through any period of extension or renewal.

4. **Daily Payment of Certain Taxes Changed to Weekly.** Section 12-575 (h) of the Connecticut General Statutes is modified so that the licensee authorized to operate off-track betting in Connecticut shall file with the Department of Consumer Protection: a daily electronic report of the amount of wagers collected; and, no later than 12:00 PM every Tuesday, the tax filing and payment for the week preceding.
5. **Flexibility to Amend Medicaid Waivers and State Plan.** Section 17b-8 of the Connecticut General Statutes, to the extent that it requires: the submission of proposed applications to submit waivers or make certain amendments to Medicaid waivers or the Medicaid state plan (for such amendments that would have required a waiver but for the Affordable Care Act) to the joint standing committees having cognizance of matters relating to human services and appropriations; a 30-day public notice and comment period prior to submission of the proposed amendments to said committees; the holding of a public hearing by said committees; and the approval of the applications for amendment by said committees, is modified retroactive to the declaration of public health and civil preparedness emergency on March 10, 2020, to authorize the Commissioner of Social Services, on an expedited basis, to exercise the waiver flexibilities provided in response to COVID-19 and afforded by Appendix K to the Home and Community Based Waivers under Section 1915(c), as well as Sections 1115 (a) and 1135, of the Social Security Act and also including, as applicable and in response to COVID-19, amendments to Medicaid state plan provisions under other relevant provisions, such as sections 1915(i), 1915(k) and 1945 of the Social Security Act. The suspension of the aforesaid requirements is limited solely to emergency waivers related to the COVID-19 declared public health and civil preparedness emergencies.
6. **Suspension and Modification of Tax Deadlines and Collection Efforts.** Notwithstanding any contrary provisions of Chapter 204 of the Connecticut General Statutes or of any special act, charter, home-rule ordinance, local ordinance or other local law, there shall be established two programs to offer support to eligible taxpayers, businesses, nonprofits, and residents who have been economically affected by the COVID-19 pandemic. Such programs shall be known as the "Deferment Program" and the "Low Interest Rate Program." Each

municipality, as defined in section 7-148 of the general statutes, by determination of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, shall participate in one or both programs and shall notify the Secretary of the Office of Policy and Management no later than April 25, 2020, about which program or programs it is electing to participate in.

- a. **Deferment Program.** During the period of March 10, 2020, the date that I declared the public health and civil preparedness emergency, through and including July 1, 2020, municipalities participating in the Deferment Program shall offer to eligible taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments for such tax, rate, charge, or assessment from the time that it became due and payable. Eligible taxpayers, businesses, nonprofits, and residents are those that attest to or document significant economic impact by COVID-19, and/or those that document they are providing relief to those significantly affected by the COVID-19 pandemic. The Secretary of the Office of Policy and Management shall issue guidance as to which taxpayers, businesses, nonprofits, and residents shall be considered eligible for the Deferment Program, but participating municipalities may, upon approval of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, extend eligibility for the deferment program to other categories of taxpayers, businesses, nonprofits, and residents.
- b. **Low Interest Rate Program.** For municipalities participating in the Low Interest Rate Program, notwithstanding Section 12-146 of the General Statutes, (i) the delinquent portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric charges or assessments or part thereof shall be subject to interest at the rate of three (3) per cent per annum for ninety days from the time when it became due and payable until the same is paid, for any such tax, rate, charge, or assessment due and payable from March 10 through and including July 1, 2020, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety days, the portion that remains delinquent shall be subject to interest and penalties as previously established; and (ii) any portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments or part thereof that had been delinquent on or prior to March 10, shall be subject to interest at the rate of three (3) per cent per annum for ninety days from this Order, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety (90) days, the portion that remains delinquent shall be subject to interest and penalties as previously established.
- c. **Eligibility of Landlords.** In order for a landlord, or any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee, to be eligible for the Deferment Program, said landlord must provide documentation to the municipality that the parcel has or will suffer a significant income decline or that commensurate



forbearance was offered to their tenants or lessees. Any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee shall only be eligible for the Low Interest Rate Program if said landlord offers commensurate forbearance to tenants or lessees, upon their request.

- d. **Escrow Payments.** Financial institutions and mortgage servicers that hold property tax payments in escrow on behalf of a borrower shall continue to remit property taxes to the municipality, so long as the borrower remains current on their mortgage or is in a forbearance or deferment program, irrespective of the borrower's eligibility for or participation in the Deferment Program or the Low Interest Rate Program.
  - e. **Liens Remain Valid.** Nothing in this order affects any provision of the Connecticut General Statutes relating to continuing, recording and releasing property tax liens and the precedence and enforcement of taxes, rates, charges and assessments shall remain applicable to any deferred tax, rate, charge or assessment or installment or portion thereof.
7. **Allowance of Suspension of In-Person Voting Requirements for Critical and Time Sensitive Municipal Fiscal Deadlines.** Notwithstanding any contrary provision of the Connecticut General Statutes, including Title 7, or any special act, municipal charter, ordinance or resolution that conflicts with this order, the legislative body of a municipality, or in a municipality where the legislative body is a town meeting other than a representative town meeting, the board of selectmen, and the budget-making authority of said municipality if different from the legislative body or board of selectmen, by majority vote of each such body, as applicable, may authorize (i) any supplemental, additional or special appropriations under Section 7-348 of the Connecticut General Statutes or comparable provisions of any special act, municipal charter or ordinance, (ii) any tax anticipation notes to be issued under Section 7-405a of the Connecticut General Statutes or comparable provisions of any special act, municipal charter or ordinance, or (iii) municipal general obligation bonds or notes to be issued in anticipation of such bonds to be issued pursuant to Chapter 109 of the Connecticut General Statutes for capital improvement purposes, without complying with any requirements for in-person approval by electors or taxpayers, including but not limited to, annual or special town meetings requiring votes or referenda. Notwithstanding the foregoing, if the legislative body and budget-making authority, if they are separate entities, are taking any action specified in (ii) or (iii) above, or any action under (i) above, which involves an appropriation in an amount in excess of 1% of the current year's total municipal budget without complying with any in-person approval requirements normally required by statute, special act, municipal charter, ordinance or resolution, such body(ies) shall make specific findings that such actions are necessary to permit the orderly operation of the municipality and that there is a need to act immediately and during the duration of the public health and civil preparedness emergency in order to avoid endangering public health and welfare, prevent significant financial loss, or that action is otherwise necessary for the protection of persons and property within the municipality. In so acting, the legislative body and, if different from the legislative body, the budget-making

authority of the municipality, shall comply with open meeting requirements set forth in Executive Order No. 7B. All conditions precedent to any such approval, including without limitation, public notices, hearings or presentations, shall proceed in a manner as closely consistent with the applicable statutes, special acts, town charters, municipal ordinances, resolutions or procedures as possible, and in compliance with the open meeting provisions set forth in Executive Order 7B. Nothing in this order shall be construed to prohibit a municipality from conducting any in-person meeting, approval process, or referendum, provided such municipality first consults with local or state public health officials and conducts such meeting, approval process, or referendum in a way that significantly reduces the risk of transmission of COVID-19

8. **Suspension of Reapplication Filing Requirement for the Homeowners' Elderly/Disabled Circuit Breaker Tax Relief Program and for the Homeowners' Elderly/Disabled Freeze Tax Relief Program.** The biennial filing requirements under Sections 12-170aa(e) and (f) and Sections 12-129b and 12-129c of the Connecticut General Statutes for any taxpayers who were granted the benefit for the Grand List year 2017 and who is required to recertify for the Grand List year 2019, are suspended and such taxpayers shall automatically maintain their benefits for the next biennial cycle ending in Grand List year 2021.
9. **Substitution of Full Inspection Requirements Pertaining to October 1, 2020 Grand List Revaluations.** The requirement set forth under Section 12-62 of the Connecticut General Statutes pertaining to October 1, 2020 Grand List revaluations that require a full interior inspection of property, for which such interior inspection that has not yet been completed, is suspended and replaced with the alternative requirement to send a questionnaire to the owner as outlined in Section 12-62(b)(4).
10. **Extension of Deadline to File Income and Expense Statement.** The taxpayer filing deadline set forth under Section 12-63c of the Connecticut General Statutes is extended to August 15, 2020.
11. **Suspension of Non-Judicial Tax Sales.** Notwithstanding any contrary provision of the Connecticut General Statutes, including but not limited to Section 12-157 or Section 7-258, or any special act, municipal charter or ordinance that conflicts with this order, (1) no municipality nor water pollution control authority may conduct any sale pursuant to General Statutes Section 12-157 or Section 7-258, until thirty days after the end of the public health and civil preparedness emergency, including any period of renewal or extension of such emergency. Any sale for which notice had been filed prior to March 10, 2020 shall be adjourned by operation of law to a date to be determined by the tax collector. Such adjourned date shall be no earlier than thirty days after the end of the public health and civil preparedness emergency; and (2) For any sales held under Section 12-157 or Section 7-258 that were conducted prior to March 10, 2020, any six-month redemption period in General Statutes Section 12-157 shall be extended for the number of calendar days the public health and civil preparedness emergency remains in effect. The time period from March 10, 2020 to the end of the emergency shall be considered a

“holding period.” Redemption interest during said holding period shall be charged at a monthly rate equivalent to three per cent per annum.

Unless otherwise specified herein, this order shall take effect immediately and shall remain in effect for the duration of the public health and civil preparedness emergency, unless earlier modified or terminated by me.

Dated at Hartford, Connecticut, this 1st day of April, 2020.



Ned Lamont  
Governor

By His Excellency's Command



Denise W. Merrill  
Secretary of the State





**OFFICE OF POLICY AND MANAGEMENT GUIDANCE**  
**Executive Order No. 7S**  
**Explanation of Purpose and Intent**

**Section 6, Executive Order 7S**  
**Suspension and Modification of Tax Deadlines and Collection Efforts**

Property taxation is a state function granted within certain parameters to local municipalities. Due to COVID-19 the state deems it necessary to make some changes to the normal deadlines and procedures. There will be two programs designed to offer support to eligible taxpayers who have been affected by COVID-19. The state has established the “Deferment Program” and the “Low Interest Rate Program.”

The EO defines “municipality” as indicated in 7-148. This means only towns, cities and boroughs, and does not include special taxing districts and special services districts. Unless and until the EO is amended these programs and procedures apply only to “municipalities” as defined above, and NOT to special taxing districts.

The legislative body of each municipality must determine if they will offer one plan, or both plans. Municipalities can offer either plan or both but must offer at least one. In municipalities where the legislative body is the town meeting, the board of selectmen decides which program to offer. Towns must notify OPM by April 25 of their choice.

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**Section a: “Deferment Program”**

Think of this program as an extended grace period program. What is “deferred” is not a tax but rather the last day to pay without interest. **The deadline is deferred, not the tax.** Eligible taxpayers (“eligible” will be defined later) are entitled to **defer their payment deadline until 90 days from the tax due date, instead of the usual 30 days.**

This will have different applications depending on when taxes or other charges (municipal sewer, utility, etc.) are ‘due’ in a given municipality. Any tax that comes due between March 10, 2020 and July 1, 2020, inclusive, can be covered by this plan.

For semiannual and annual towns: the next installment comes due on July 1, 2020. This plan covers installments that come due up through and including July 1, 2020. For the July 1, 2020 installment, instead of the last day to pay being August 3, 2020 (August 1 falls on a Saturday), the last day to pay will instead be October 1, 2020 (90 days from July 1) because the last day to pay is being deferred, or the grace period is being extended.

The plan covers any real estate, motor vehicle or personal property tax, and any municipal water, sewer or electric rate, charge or assessment.

For towns that have taxes or other charges coming due between March 10 and July 1 (quarterly billing towns, and towns that bill other charges between March and July): those bills are covered by this plan. For example, if an installment or bill became due and payable on April 1, 2020, instead of the last day to pay being May 1, 2020, the grace period would be extended for 90 days instead of 30, and the last day to pay would instead be July 1, 2020.

“Eligible” taxpayers, businesses, nonprofits, and residents (that covers everybody) are those that “attest to or document significant economic impact by COVID-19, and / or those that document they are providing relief to those significantly affected by COVID-19.” There is separate guidance about eligibility for this program and is detailed on the application forms provided by OPM.

Municipalities may extend eligibility to other categories of taxpayers, businesses, nonprofits and residents, upon approval of the legislative body or by the Board of Selectmen in towns where the town meeting is the legislative body. This means the town is free to ‘open up’ the extended grace period to others not specifically mentioned in the EO. For example, a municipality could decide to offer the extended grace period to ALL taxpayers, period, without distinction. This is a decision up to the towns. If a municipality decides to “open up” the eligibility, the need for applications may be moot.

This program does not address taxes that are already past due. It is not an amnesty or waiver of interest or other charges on taxes that are already delinquent.

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#### **Section b: “Low Interest Rate Program”**

This is another option for towns to consider. It can be offered in conjunction with the deferment program, or instead of it. This program does not say a taxpayer can have an extended grace period with no interest at all. Rather, it addresses the rate of interest that is to be charged on a delinquent or past due bill. Interest is normally charged at the rate of 1.5% per month, 18% per year from the due date of the tax, with a portion of a month being considered a full month. However, **this program will allow for a lower rate of interest: .25% per month, or 3% per year, from the due date of the tax, for a period of up to 90 days only.**

This program provides a ‘window’ of 90 days from the due date where taxpayers would be able to pay at a reduced interest rate. They would not have an extended grace period, but they would be paying significantly less interest if they pay late.

Any tax, or municipal water, sewer, or electricity charge that comes due at any time between March 10, 2020 and July 1, 2020, inclusive, can be covered by this plan (section i).

For semiannual and annual towns: the next installment comes due on July 1, 2020. This plan covers installments that come due up through and including July 1, 2020. For the July 1, 2020 installment, the last day to pay will (still) be August 3, 2020 (August 1 is a Saturday) but if the taxpayer pays on August 4 or later, they will not be paying 1.5% per month interest, but rather only .25% per month interest. On August 4, 2020 the interest charged would not be 3%, but rather .25 x 2 months or .5% This plan would remain in force only for 90 days from the due date of July 1; it would end on October 2, 2020.

The plan covers any real estate, motor vehicle or personal property tax, and any municipal water, sewer or electric rate, charge or assessment.

For towns that have taxes or other charges coming due between March 10 and July 1 (quarterly billing towns, and towns that bill other charges between March and July): those bills are covered by this plan. For example, if an installment or bill became due and payable on April 1, 2020, the last day to pay will (still) be May 1, 2020, but if the taxpayer pays on May 2 or later, they will not be paying 1.5% per month interest but rather only .25 % per month interest. On May 2, the interest charged would not be 3% but rather .25 x 2 months, or .5%. This plan would remain in force only for 90 days from the due date of the tax or charge. Once the 90 days was up, the plan would no longer be in effect.

This program **does not require taxpayers to qualify based upon eligibility criteria** as with the deferment program. However, please refer to eligibility of landlords in Section c, below.

The EO provides that if there is a case where any tax, charge etc. is already subject to an interest rate that is less than 3% per year, then that lower rate will apply instead.

**The EO also addresses past due charges that were already delinquent on March 10, 2020 (section ii). If a bill was already delinquent on or before March 10, 2020, it shall be subject to .25% per month, 3% per year interest for a period of 90 days from the EO (until July 1, 2020) only.** For the time period from April 1, 2020 (the date of the EO) to July 1, 2020, the delinquent taxpayer pays .25% per month or portion thereof instead of the normal 1.5% per month – but ONLY on those last three months, and only if they are making a payment.

On July 2, 2020, unless this EO is extended or other directives are subsequently given, the 'window' closes, and interest once again goes back to the statutory rate of 1.5% per month from due date. ("Following the 90 days, the portion that remains delinquent shall be subject to interest and penalties as previously established.")

If a taxpayer has made a partial payment between April 1 and July 1, 2020, but has not paid in full, interest goes back to the former rate. If a taxpayer has not made any payment at all during that time, they lose the benefit of the 'window' and all of their interest is calculated at the rate of 1.5% per month from the due date, as if the opportunity for the reduced rate had not ever existed. ("Following the 90 days, the portion that remains delinquent shall be subject to interest and penalties as previously established.")

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### **Section c: Eligibility of Landlords**

The EO states that in order to be eligible for the extended grace period/ deferral program, a "landlord," or any taxpayer that rents or leases to tenants or lessees, must provide documentation to the municipality that the property being taxed has, or will, suffer a significant income decline, or that commensurate forbearance was offered to the tenants or lessees.

The EO states that in order to be eligible for the lower/ reduced interest rate program, the landlord must offer 'commensurate forbearance' to tenants or lessees upon their request.

The application forms provided by OPM have more detail about this section and contains specific sections to be completed by landlords.

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### **Section d: Escrow Payments**

This section of the EO states that an individual taxpayer's eligibility for either program is irrelevant if the taxes on the property are paid on their behalf by an escrow agent, financial institution, mortgage service agent or bank. The escrow agents are still expected to remit tax payments on behalf of their customers according to the regular timetable – in other words, by August 3 for semiannual and annual towns. The EO states this is the case 'so long as the borrower remains current on their mortgage or is in a forbearance or deferment program.' The EO does not address what the expectation is if the borrower is NOT current or is NOT in such a program.

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### **Section e: Liens Remain Valid**

Nothing in the EO affects ANY PROVISION of the Connecticut General Statutes relating to the continuing, recording and releasing of property tax liens. Tax collectors still rely on the existence of the inchoate lien as of the date of assessment. Intent to lien notices are to be sent. Lien continuing certificates are still to be filed in the land records on the regular timetable. Liens are still to be released according to the regular timetable.

Finally, "...the precedence and enforcement of taxes, rates, charges and assessments shall remain applicable to any deferred tax, rate, charge or assessment or installment or portion thereof." Take this to mean 'deferred' as defined in section a. Even if a tax is deferred according to the program (extended grace period granted) the priority/precedence of that property tax remains in effect, is not lessened or reduced by virtue of participation in the extended grace period program, and will be subject to normal collection enforcement procedures once the 'deferral' (extended grace period) has concluded.

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## **Section 11, Executive Order 7S**

### **Suspension of Non-Judicial Tax Sales**

Section 11 postpones all pending tax sales and redemption deadlines. Effective on April 1, 2020, any upcoming tax sales are automatically postponed for the duration of the emergency and can be rescheduled by the tax collector no sooner than thirty (30) days after the Governor declares the emergency has ended. Tax sale notices which went out before the EO remain valid. Adjournment notices can go out by first-class mail in the meantime, but the return-receipt notices and newspaper advertising required by General Statutes 12-157(a) should not be resumed until the new auction date is known, and their timing will be calculated from the new date.

Section 11 also extends any six-month redemption deadline pending at the time the EO was signed, which was 9:00 p.m. on April 1, 2020. The length of the extension is equal to the number of days that the emergency is in effect, which will be March 10, 2020 through until whatever date the Governor declares it has ended. The interest rate the purchaser earns during the extended portion of the redemption period is 0.25% per month but remains at 1.5% per month for the regular part of the redemption period. The EO does not reinstate any redemption period which had already expired. This means any tax sale conducted before October 2, 2019 is not affected by EO unless its redemption period was extended by a bankruptcy filing or other law. Deeds and affidavits can still be recorded for tax sales whose redemption deadlines expired before then.





**OFFICE OF POLICY AND MANAGEMENT GUIDANCE  
ON TAX PROGRAMS PURSUANT TO SECTIONS 6 AND 11 of  
EXECUTIVE ORDER 7S**

**1. What kinds of municipalities do the tax programs apply to?**

Section 6 applies to all towns, cities, boroughs in Connecticut including their water pollution control authorities. These municipalities must adopt either or both programs created in the Order.

Note that a future EO may expand these programs to apply to all municipalities and quasi-municipal corporations, whether created by statute, ordinance, charter, legislative or special act, including but not limited to any town, city or borough, whether consolidated or unconsolidated, any village, school, sewer, fire, lighting, special services or special taxing districts, beach or improvement association, any regional water or resource recovery authority or any other political subdivision of the state or of any municipality having the power to make appropriations or to levy assessments or taxes. OPM is receiving input on this expansion and will update this guidance if the program is expanded to apply to quasi-municipal corporations.

**2. What kinds of taxes and charges does Section 6 apply to?**

Section 6 applies to unescrowed taxes on real estate, motor vehicles, and personal property as well as unescrowed municipal water, sewer, and electric charges.

Section 6 does not apply to trash and sanitation charges, landlord rental fees, fines, and other kinds of municipal assessments, penalties, and charges regardless of when they come due. It also does not apply to water, sewer, and electrical charges by private providers. All of these taxes and charges must therefore be paid normally.

**3. What is the difference between the two Programs in Section 6?**

Section 6 creates two Programs for relief from certain taxes and charges. Two programs are offered to provide municipalities flexibility, but also to ensure that all taxpayers have some type of tax relief available during the COVID-19 pandemic.

The Deferment Program effectively delays certain pay by dates (the last day to pay) by ninety (90) days for eligible taxpayers who apply and are approved as meeting the guidelines set forth by the Office of Policy and Management. All other

taxpayers who do not apply or who are not approved would remain responsible to pay their taxes and charges normally, unless a municipality votes to extend eligibility to such taxpayers. The EO makes clear that a municipality may extend eligibility to other categories of taxpayers, businesses, nonprofits and residents. Therefore it is up to each town whether to use the “Application for Municipal Tax Relief” available on OPM’s website, or choose to create a different form reflecting eligibility standards approved by its local legislative body, except that landlords participating in the deferral program must provide documentation to the municipality that the relevant parcel has or will suffer a significant income decline or that commensurate forbearance was offered to their tenants or lessees in either case.

The Low Interest Program would reduce the interest rate for a three-month window to three (3) per cent for all taxpayers owing taxes and charges automatically.

Every town, city, and borough must adopt either Program, or both Programs and notify the Office of Policy and Management by filling out the OPM Certification Form, no later than April 25, 2020.

#### **4. What are the requirements for landlords?**

Landlords are not eligible for either Program for relief from taxes and charges on their rental or leased properties unless they pass on “commensurate forbearance” to their tenants or lessees.

Commensurate forbearance, for purposes of both programs, means either a) a deferral of 25% of rent (approximating the property tax portion of rent) for the ninety (90) days from the due date; b) a deferral of one month’s rent to be paid over the 90 day period; or c) forbearance substantially similar to (a) or (b) as determined by the tax collector.

For the Deferment Program, the landlord must provide documentation that the property will suffer a significant revenue decline related to the COVID-19 emergency, or that commensurate forbearance was offered to tenants or lessees.

Landlords are subject to auditing and may be asked by their municipality to provide their tenants’ names and contact information, or other information identified by the municipality to confirm eligibility.

For the Low Interest Program, there is no documentation requirement for ease of administration, but landlords are subject to auditing and should not take advantage of this program unless they pass along to the tenants commensurate forbearance, when requested.

**5. When does the taxpayer have to submit their application?**

Deferment Program applications and any required documentation or related information must be submitted to the municipality no later than July 1, 2020 in any manner the municipality specifies, which may be in person, by mail and/or electronically. Each municipality shall utilize the guidance provided by the Office of Policy and Management for determining eligibility.

**6. How is interest calculated under the Programs?**

If a municipality adopts the Deferment Program, the interest will be zero for any tax or charge owed by an approved taxpayer which would otherwise come due between March 10 and July 1, 2020, inclusive so long as it is paid within ninety (90) days of the original due date. The practical effect of this Program is simply to extend the usual interest-free grace period to ninety (90) days. It would be as though the phrases “the first day of the month next succeeding the month in which” and “the same date of the month next succeeding the month corresponding to that of the month on which” in General Statutes 12-146 were both replaced with “the ninetieth day after.” For water and sewer charges, it would be as though the words “thirty days” in General Statutes 7-239(b), 7-254(a), and 7-258(a) were replaced with “ninety days.”

If a municipality adopts the Low Interest Program, interest is reduced automatically for everyone from 1.5% per month to a maximum of 0.25% per month on taxes and charges which come due between March 10 and July 1, 2020, inclusive. (If any tax or charge would otherwise accrue interest at a rate of less than 3% per annum, the lower rate continues to apply.) This Program also imposes the same cap on any delinquent taxes and charges which came due before March 10, 2020 and remain unpaid, but only to the extent of the interest which accrues on them between April 1, 2020 and July 1, 2020. Interest which had already accrued on delinquencies before April 1, 2020 remains unaffected. For example, if a tax which had previously come due on July 1, 2019 is paid in mid-May 2020, a municipality which adopted this Program would charge nine months of interest at 1.5% each plus two months of interest at 0.25% each. Regardless of whether a tax or charge was due before or after March 10, 2020, any portion not paid by July 1, 2020 accrues interest as it normally would, both within and outside the low-interest period. For example, if a tax due on July 1, 2019 is paid in mid-August 2020, the municipality would charge 14 months of interest at 1.5% each; no portion of the tax would remain entitled to the 0.25% per month interest rate. A tax due on July 1, 2020, however, would remain entitled to the normal one-month grace period which would apply normally (or 30 days for a sewer charge).

7. **Do the programs require refunding payments which the municipality has already received?**

Neither program requires any municipality to refund any payment, regardless of when it was made or how it was affected by either Program. If a payment is made which exceeds the correct amount due as affected by either Program, the normal overpayment procedures in General Statutes 12-129 apply.

8. **How does the suspension of tax sales in Section 11 affect notices of tax sales previously issued for auctions which were to take place after the date of the Order?**

Section 11 does not invalidate any notice issued under General Statutes Section 12-157 before the Order was signed. Although the Order itself postpones all pending tax sale auctions by operation of law, the municipality may issue adjournment notices in accordance with the second sentence of General Statutes Section 12-157(b) which state that the auction will be rescheduled to a date to be determined. In the interim, the other pre-auction notices which would otherwise be required by General Statutes Section 12-157(a) should not be issued. After the Governor declares the COVID-19 emergency to have ended, the tax collector may select a new auction date which is no less than 30 days later and issue any remaining pre-auction notices required by General Statutes Section 12-157(a) as calculated from that new date. If all three pre-auction notices required by General Statutes Section 12-157(a) had already been issued before the Order was signed, notice of the new auction date should be issued in accordance with the second sentence of General Statutes Section 12-157(b).

9. **Which tax sale redemption periods are extended by Section 11?**

Section 11 extends every six-month redemption period under General Statutes Section 12-157(f) which was in effect at the time the Order was signed. It does not reinstate any redemption deadline which had already expired before the Order was issued at 9:00 p.m. on April 1, 2020. This means that no tax sale which occurred before October 2, 2019 is affected by the Order except those for which the redemption deadline had already been extended by 11 U.S.C. Section 108 of the Bankruptcy Code or by another law or court order. For any tax sale procedure for which the redemption period expired before the Order was issued, Section 11 does not prohibit municipalities from depositing excess funds with the Superior Court under General Statutes Section 12-157(i), recording deeds or affidavits as provided in General Statutes Sections 12-157(f) or 12-167(a), or otherwise concluding the procedure as provided by law.



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: James E. Krupienski, (On behalf of Keith Chapman, Town Manager)  
Date: April 8, 2020  
Re: Annual Fair Housing Month Resolution

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Since 1993, the Town of Newington has been the recipient of grant funding through the Small Cities grant program. The program assists in funding the Town's housing rehabilitation loan program as well as infrastructure and other improvements to Newington's housing stock.

As a recipient of such grant funding and potential future applicant, the Town of Newington documents its commitment to the principles and practices of Fair Housing by the adoption of a Fair Housing Resolution.

A copy of the proposed resolution is attached for your information and consideration. A Resolution will be added to the April 28, 2020 meeting for your consideration. Following adoption, the resolution will be included in the Town's Small Cities Fair Housing Plan Component. In addition, the Town Planner will be forwarding letters to local lenders and real estate professionals encouraging their continued commitment to Fair Housing.

#### Attachment

- Resolution – Draft Annual Fair Housing Month Resolution

AGENDA ITEM: \_\_\_\_\_

DATE: 4/28/2020

RESOLUTION NO. 2020-

WHEREAS, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

WHEREAS, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

WHEREAS, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and

WHEREAS, the Town of Newington is committed to upholding these laws and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice;

NOW, THEREFORE, BE IT RESOLVED, that the Newington Town Council hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase and obtain financing for adequate housing of their choice on a non-discriminatory basis; and

BE IT FURTHER RESOLVED, that the Town Manager of the Town of Newington, or their designated representative, is responsible for responding to and assisting any person who alleges to be the victim of any illegal discriminatory housing practices in the Town of Newington and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_